



DEPARTMENT OF THE ARMY
26th AREA SUPPORT GROUP
UNIT 29237
APO AE 09102

IMEU-HES-CS

21 October 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Environmental Quality Control Committee (EQCC) Meeting Minutes, 05 September 2005

1. The Environmental Quality Control Committee (EQCC) Meeting and pre-audit workshop was called to order at 1330 hours, in Building 4222 on Tompkins Barracks. Mr. Welch, US Army Garrison – Heidelberg (USAG-HD) Environmental Division (ED) Chief, welcomed the attendees and emphasized the importance of this meeting in preparing for EPAS External Assessment scheduled for 5 thru 13 Dec 05.

2. As first agenda items, two guest speakers presented their briefings.

a. Mr. George Spears from the Hazardous Materials Reuse Center (HMRC) presented information about the HMRC located in Mannheim. Units/ organizations can turn in hazardous materials (HM) that is approaching its expiration date for free re-issue to other units, thus saving money and avoiding HW disposal fees. The HMRC staff will also conduct customer visits to check HM on hand and determine which materials can be accepted. Questions should be directed to Mr. Spears at DSN 387-6607.

b. Ms. Mary Foley, USAG - Mannheim ED Chief, talked about EPAS Lessons Learned during their assessment earlier this year. She had attended EPAS training and conducted an EPAS assessment at another BSB to familiarize herself with the process.

(1) A "frequent finding" meeting with ECOs was conducted to discuss findings that occur throughout the garrison. Problems and corrective actions were discussed in detail.

(2) Upon request, the ED conducted courtesy inspections with units/organizations to assess preparedness.

(3) Ms Foley recommended that staff look over the FGS worksheets because inspectors often ask questions based on these sheets.

(4) Staff needs to be familiar with their EMS "roles and responsibilities", each person should have at least general knowledge of EMS and be able to answer a few questions.

(5) Have files organized and ready, to avoid "fumbling" during the inspection. Make sure everyone knows where important documents are being kept.

(6) The ED should provide a photo permit for all inspectors. This had been a problem during an EPAS in Italy.

(7) ECOs should be available for the inspectors to talk to, at the appointed time. If the POC is not there, the inspector will talk to anyone who happens to be there. This will most likely be a person who has no knowledge of the subject and has not been trained.

(8) Remember that assessors may be new to the job, which could result in unjustified findings. Have ECOs request an out brief at the end of an assessment to check findings.

(9) The ED media managers should be present at daily out-briefs and check the final document before it is presented to the commander.

(10) Everyone must realize that despite all preparations there will be findings, often because of errors and accidents on the day of the inspections.

(11) Commanders/directors should be present for the both the in- and out-brief. Non-attendance can result in a finding such as "lack of command support for environmental program" especially if upper management ignores the audit team while they are there.

3. Mr. Welch thanked Mr. Spears and Ms. Foley for their input, and assured the EQCC that the ED will have brainstorming events to prepare for the audit. He requested that commanders/directors introduce the ECOs to the inspectors to demonstrate command commitment and to have the ECO guide the inspector through the facility, thus ensuring that positive aspects are presented and to promote good "salesmanship" of the facility.

4. Mr. Tafoya expressed his appreciation for the good turnout and for the commitment of all present to the successful outcome of this audit. He went on to make the following comments:

a. When conducting inspections himself, it served him well to have paperwork on one table before the inspection. For the EPAS, this should include SOPs, appointment orders, training certificates, etc. He asked that units who have not gathered this documentation do so by the end of October and strongly encouraged units to contact the Tiger Team for pre-inspections.

b. ECO appointment letters are an ongoing issue that should have been resolved by now. All units must send the appointment letters to the ED as soon as possible. He pointed out that commanders must ensure not to appoint individuals deploying.

c. He asked Mr. Welch to prepare an email for COL Gaddis to send out to all commanders/directors, raising awareness of the inspection and requesting their attendance at the EPAS in- and out-brief.

5. Mr. Welch made the following comments concerning the upcoming assessment:

a. Units should check that spill kits are on site, stocked, and ready.

b. Distributed worksheets provide commanders and ECOs a checklist of what the audit teams will be seeking during their visit 5-13 December 2005.

c. Regarding solid waste, Mr. Welch mentioned that new, colorful recycling containers are nice to have but with our funding constraints everyone is encouraged to utilize available supplies, i.e. brown SSSC issued trash cans. They also serve the purpose of collecting solid waste. Mr. Welch suggested creating flyers for the main waste streams, i.e. paper, yellow products, and rubbish (non-recyclables) and placing them clearly visible on the collection containers illustrates a proactive program.

d. Should anyone observe cleaning contractors mixing previously segregated recyclable materials into one trash bag, please contact him at DanielWelch4@us.army.mil immediately so the problem can be addressed as quickly as possible. The custodial contractors are required by contract to keep trash segregated.

e. Abandoned car batteries must be properly disposed of, as these are dangerous to health, especially for playing children. Everyone is encouraged to report abandoned hazardous materials or wastes immediately to the US Fire Department, Garrison HAZMAT Center at DSN: 373-8400.

f. Mr. Welch also stated that if recycling in administrative/office areas were increased and EMS be publicized this would have a tremendous positive impact during the audit.

g. Right-to-Know boards containing the Spill Plan are being distributed by the ED to the unit ECOs. These boards contain most documentation related to HazMat and environmental compliance that units are required to have (MSDS, SOPs, etc.). The supplier of any HM is obligated to provide material safety data sheets (MSDS).

h. ECOs need to check for leaking containers, and perform clean-up if necessary. Assure HM is stored properly (compatibility). For HW removal or other assistance call DSN 387-3140.

i. Check POL storage facilities for security and proper labeling. If you need signs/labels, please contact the ED.

j. Ensure that all HM handlers are trained for spill and emergency responses. Make sure training is documented and ECO appointment letters on hand. A sample ECO appointment letter is included on the Compact Disk that was handed out to the group.

k. All units must have inspection logs. For the daily/weekly checklists, ensure they are initialed for each required field and filed correctly.

l. Anyone requiring more information about asbestos and artificial mineral fibers should contact the ED.

m. ECOs should please go to the ED website for EMS training. At the completion of this web training, the certificate of completion should be printed out and filed to fulfill the training requirement.

6. Mr. Welch then asked Mr. Marty Hanson, the Acting Hazardous Materials Manager, for comments to help prepare the units for the assessment. Mr. Hanson asked units be sure to have documentation ready. Anyone requiring more information about training (ECOs, general awareness training, etc.) should contact the ED.

7. SGT Hartley Devalle, ECO for the V Corps STB motor pool, was recognized for excellence in environmental compliance. The V Corps STB motor pool was recently recognized as being the top motor pool in V Corps, and is a model in environmental excellence.

8. Mr. Welch summarized the issues discussed in the presentations and reminded the EQCC of the next meeting 02 November 2005, same time and location. He then opened the floor for general discussion, during which questions from the attendees were fielded. An EQCC member asked about the timeline for the assessment. Mr. Welch explained that the commanders and ECOs should be present at the in-brief on 5 Dec and the out-brief on 13 Dec. The assessment team will consist of approximately 18 experts. Commonly the teams disperse into to groups of two and visit all activities/units within a garrison. Ms. Foley interjected that the schedule is supposed to be confidential, but that the inspectors typically go to the same locations as in the last assessments.

9. Mr Tafoya wrapped up the meeting by emphasizing the following points:

a. In our footprint, there are many basements which flood. As flood season is coming up, all units should check their basement areas to ensure that there is no chemical storage.

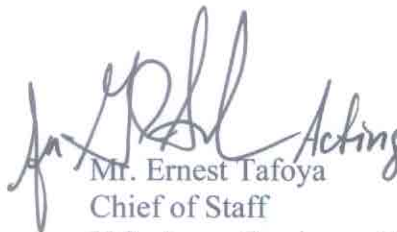
b. Make sure MSDSs are available in all areas. HM handlers should be familiar with the characteristics of the chemicals they work with and the dangers associated with them. Everyone has a right to know about what is in their immediate environment.

c. Assure that MWR Speedy Lube is on the list and that they get the Tiger Team out doing courtesy inspections before the assessment.

d. Even though V Corps is undergoing its deployment preparations, proper disposal of all HM/HW is important.

10. Mr. Tafoya thanked the attendees for their participation and emphasized that the EQCC is a forum for exchanging ideas and meeting environmental challenges within the Garrison footprint. He stated that it is up to the participants to ensure that the information they gather at this meeting is passed on to the personnel in their units.

FOR THE COMMANDER:


Mr. Ernest Tafoya
Chief of Staff
U.S. Army Garrison - Heidelberg

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Cdr, 2nd Region USA CID
Cdr, 266th FINCOM
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HHC, 1st PERSCOM
1st PERSCOM, Safety & Security
26th ASG, EMO
26th ASG, Safety Office
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411th BSB, ATTN: S-2/3
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